



September 10, 2015

KANSAS BULLETIN NO. KS360-15-14

SUBJECT: PER—Fiscal Year 2015 Performance Appraisals

Purpose: To provide guidance on the subject task

Expiration Date: September 30, 2016

Per [National Bulletin 360-15-33](#), all Natural Resources Conservation Service employees must have an appraisal completed in EmpowHR **no later than October 30, 2015**.

The task will be considered “complete” **only** after supervisors, employees, and reviewers take appropriate action in EmpowHR to create, review, and concur by the deadline. Consider factors such as annual leave or scheduled training during this time so all reviews will be accomplished by the deadline.

An employee must have acknowledged and worked under their current plan at least 90 days in order to be appraised under the standards/measures of the plan. The 90 days begin once all parties (employee and reviewer) have concurred with the plan. If the plan does not meet the 90-day criteria by October 30, 2015, the appraisal period must be extended.

Employees experiencing changes in their supervisory line as a result of the Administrative Transformation are not covered by the deadlines in this bulletin; separate guidance has been established for those affected.

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